



Joint Base McGuire-Dix-Lakehurst

Orientation Flight

Request Form



Organization	Name	Point of Contact	Name
	Address		Address
	Phone		Phone
	e-mail		e-mail
Type of Organization			
Date Requested			Alternate Date
Group Size (Min 20 - Max 40)		Group Average Age (Min 13)	Special Accommodations

PLEASE NOTE

Orientation flights are conducted from March through November on Fridays only.
Requests outside of those time frames may not be accommodated.

Request forms must be submitted no later than thirty (30) days prior to requested flight date.

**** Only military or military-related organizations, e.g., ROTC, JROTC, CAP, or other organizations approved under ****
Department of Defense Public Affairs travel regulations are permitted on orientation flights.

All groups must provide their own transportation to Joint Base McGuire-Dix-Lakehurst

Every participant must complete and sign a Release of Liability - Covenant Not to Sue Form
and present this completed form to Passenger Terminal personnel on the day of the flight.
Parent or legal guardian must sign this form if participant is under thirteen (13) years of age.

Anyone not in possession of this completed form on the day of the flight
will not be permitted access to aircraft.

A fully completed Passenger Manifest must be submitted to the JB MDL Public Affairs Office
no later than ten (10) days prior to the date of the flight.

All requested information must be provided.

Incomplete passenger information will result in participants being denied access to the aircraft.

All participants must present a government-issued photo identification prior to the flight.

No additions to the passenger manifest are permitted within 72 hours of the event.

Qualifying individuals who require billeting should call (609) 754-4730.

Requesting organization is responsible for any financial obligations incurred by such requests.

Mission requirements, safety concerns or inclement weather may cause
short- or no-prior notice delays, rescheduling, postponements or cancellations of flight.

Late arrivals or day-of-flight passenger list deviations may result in flight cancellation.

Exact departure and return times may be unavailable until the day of the flight.

For planning purposes, groups should expect to arrive at the JB MDL Passenger Terminal
no later than 6 a.m. on the day of the flight and allow a minimum of six (6) hours for the event.

Please initial in the box to the right to indicate your
understanding of, and agreement with the above conditions.

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